

**Instructions  
for  
Cost Proposal**

**\*\*1. General.** The offeror shall submit a cost proposal by completing the **Cost Proposal** form (Section J, Attachment 3b).

**\*\*1.1. Small business offerors submitting a proposal for a restricted award are not required to propose on Zone 2 or Zone 3, but may propose on all zones if they so desire. Offerors submitting a proposal for unrestricted awards must propose on all zones (Zones 1, 2, and 3).**

**\*\*1.2. Required Submittal.** Estimated labor hours have been entered for various labor categories on the **Cost Proposal** form. The Offeror shall complete the Cost Proposal form by entering the appropriate wage rates for the Base Year and for all Option Years for those labor categories for which estimated hours have been entered.

**2. Required Submittals.** The offeror shall submit the follow wage rate calculation sheets with the Cost Proposal.

**\*\*2.1. Wage Rate Calculation Sheet - Normal Loaded Rate for Professional, Administrative and OCONUS Positions (Zones 1, 2 & 3).** Using a method (formula and table) similar to the examples shown in Section J, Appendix 2(a), the offeror should show the components (base wage, markup, and loaded wage rate) of its **Normal Loaded Wage Rate for Professional, Administrative and OCONUS** positions, and the method (either percentage or fixed dollar amount) for calculation of the markup. The formula and table should be provided for the Base Year and all Option Years. A sample table illustrating a method for organizing this data is shown in Section J, Attachment 2(a). The offeror's formula and completed table for the base year and all option years should be submitted as part of the Cost Proposal.

**\*\*2.2. Wage Rate Calculation Sheet - Normal Loaded Rate for Service Contract Act (SCA) Positions (Zone 1).** Using a method (formula and table) similar to the examples shown in Section J, Attachment 2(b), the offeror should show the components (base wage, markup, and loaded wage rate) of its **Normal Loaded Wage Rate for Service Contract Act (SCA)** positions, and the method (either percentage or fixed dollar amount) for calculation of the markup. The formula and table should be provided for the Base Year and all Option Years. A sample table illustrating a method for organizing this data is attached. The offeror's formula and completed table for the base year and all option years should be submitted as part of the Cost Proposal. **A copy of a Service Contract Act (SCA) Wage Determination (Section J, Attachment 4) has been provided for those positions covered by the Service Contract Act (SCA). The SCA Wage Determination should be used for the base year and all option years.**